

# COT MEETING MINUTES

## COMMISSION ON TECHNOLOGY

Friday, September 11, 2015

10:00 AM - 11:45 AM

ARIZONA SUPREME COURT  
Administrative Office of the Courts  
1501 W. Washington  
Phoenix, AZ 85007

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### CONFERENCE ROOM 106

Conference Number: 602-452-3288  
Meeting ID: 2035#

#### MEMBERS PRESENT

John Pelander, *Chair*  
Michael Baumstark  
Kent Batty\*  
Raymond Billotte  
Michael Brown  
James Conlogue  
Bennett Evan Cooper  
Paul J. Faith  
Christopher Hale  
Michael Jeanes  
Gary Krcmarik  
John Lucas  
John Rezzo  
Tivo Romero\*  
Roxanne Song Ong  
Virlynn Tinnell\*

#### GUESTS

Alexis Allen, *Tempe Muni Court*  
Carla Boatner, *Chandler Muni Court*  
Jennifer Gilbertson, *TAC*  
Randy Kennedy, *TAC*  
Van Le, *TAC*  
James Olcavage, *Scottsdale Muni Court*  
Steve Patterson, *Snell & Wilmer*  
Michael Pollard\*, *CACC*  
Jamie Ross, *Courthouse News Svc*  
Debi Schafer, *Tempe Muni Court*  
Matt Tafoya, *Mesa Muni Court*  
Don Taylor, *Phoenix Muni Court*  
Paul Thomas, *CACC*  
Michael Traynor, *Chandler Muni Court*  
Adam Walterson, *Gilbert Muni Court*

#### MEMBERS ABSENT

Michael Miller

#### AOC STAFF

Stewart Bruner, *ITD*  
Eric Ciminski, *CSD*  
Karl Heckart, *ITD/TAC*  
Denise Lundin, *CSD*  
Pamela Peet, *ITD*  
Jason Shumberger, *ITD*  
Amy Wood, *CSD*

\* indicates appeared by telephone

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## WELCOME AND OPENING REMARKS

Hon. John Pelander, Chair

Vice Chief Justice John Pelander, Chair, called the Commission on Technology (COT) meeting to order just after 10:00 a.m. He welcomed three new members then called the roll of members at the table and on the phone. Staff confirmed that a quorum existed.

Justice Pelander recognized staff member Stewart Bruner for spearheading cybersecurity awareness training in light of the new 2015 COJET requirement. The chair also discussed two rules petitions having tangential implications for electronic records that were considered in the late August Supreme Court rules agenda.

The chair then called members' attention to the minutes from the June 5, 2015 annual meeting.

### MOTION

**A motion was made and seconded to approve the minutes of the June 5, 2015 Commission on Technology annual meeting as amended to show Chris Hale in attendance. The motion passed unanimously.**

**TECH 15-16**

## E-COURT SERVICES UPDATE

Ms. Amy Wood

Ms. Amy Wood, AZTurboCourt e-Filing Project Manager, substituted for Marcus Reinkensmeyer and provided up-to-the minute details on the solutions being employed in support of the upcoming e-filing pilot at Yavapai Superior Court. This implementation will provide the proof of concept for all counties using AJACS and involves eUnivera, eBench and nCourt ePayment products. Amy emphasized the massive amount of integration necessary to enable the pilot implementation. She also reviewed progress with other programs that are not required for Yavapai, including eAccess, Online eCitation Payment, and AZTurboCourt. She detailed bug fixes and enhancements presently in the pipeline for AZTurboCourt customers as well as the volume of civil e-filings in Pima Superior Court since May.

In answer to questions, Amy clarified the timing for AZTurboCourt to be made available for Yavapai filers, as well as the fact the eService will be a part of the Yavapai offering and covered by the eventual administrative order. Eric Ciminski leant his support to answer questions about clerks not yet contributing historical documents to the central document repository and the development of the Rule 123 business requirements that govern access to electronic documents. Both a court administrator and a clerk reported concerns about the business rules as well as the accuracy of security classification for court documents. Eric emphasized that local security classifications will absolutely be respected by the business rules and offered the documentation for review by clerks. Amy also clarified that citation payment developed by Xerox is a separate product from nCourt used by eUnivera and is an option for local courts to use, not a requirement.

Kent Batty reported that the processing time and effort required to make documents available to judges in eBench has hindered its expansion beyond the pilot judges in Pima Superior Court.

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## FOLLOWUP ON UNAPPROVED COUNTY IT PLANS

Mr. Stewart Bruner

Stewart Bruner, in his role as information technology strategic planning manager for the Judicial Branch, reminded members of the reasons four plans remained unapproved at the end of the annual meeting in June. He then summarized the action plans received by Administrative Office of the Courts (AOC) following Justice Pelander's letters to presiding judges. As a result of detail received, Stewart recommended reconsideration of the amended Navajo Courts' plan. Lacking definitive details about the actions being taken in the other counties, Stewart stated that members would have to wait until November to reconsider those other plans.

### MOTION

**A motion was made and seconded to approve Navajo County courts Information Technology Strategic Plan for FY2015-FY2017 as amended to include Kofax replacement project details. The motion passed unanimously.**

**TECH 15-17**

Following an AJACS case management system (CMS) demonstration held August 5, Karl and Stewart have scheduled visits with the leadership of the various non-ACAP limited jurisdiction (LJ) courts in Maricopa County, but the meetings could not be accomplished in time to share results today. Details of the support model and timetable for future CMS activities at those courts will be shared at the November meeting.

## JUDICIAL BRANCH IT STRATEGIC PLAN FY16 – FY18

Mr. Stewart Bruner

Stewart Bruner, reviewed the development process of the latest three-year branchwide information technology strategic plan. He described in general terms the changes from the previous plan, including re-alignment of the priority categories and projects based on the vote at the annual meeting. Stewart reviewed the projects removed and added this year to arrive at the total of 25.

Since posting the draft for review on August 25<sup>th</sup>, Stewart has received no substantive comments from members. In response to a request from the chair for their input, members did not suggest any further changes to the plan before submittal. Stewart clarified that non-substantive comments can still be addressed before the submittal is due later in the month.

### MOTION

**A motion was made and seconded to approve the Information Technology Strategic Plan for FY2016-FY2018 for submittal to ASET and JLBC with any recommended changes circulated to all members before being incorporated. The motion passed unanimously.**

**TECH 15-18**

Stewart then kicked off the next planning cycle by recommending that the same development process and timeline be followed for creating next year's rural county plans. Apache, Coconino, Gila, Pinal, Santa Cruz, and Yavapai will be required to submit updates to their previous plans next year. Stewart reaffirmed his offer from previous years to provide development assistance to

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rural courts that are too understaffed to complete the necessary planning tasks. He identified some changes that would make the plan updates less time-consuming to complete.

Stewart recapped the “lite” process used for updates from Maricopa County and Pima County courts last year. He reviewed the specific scope for Maricopa and Pima plans and shared his lessons learned, then identified some changes to be made to the full update process as a result. He concluded that the “lite” approach can be manageable when alternating with full updates. Ray Billotte and Kent Batty thanked COT for authorizing the reduced effort last year and acknowledged that they would perform a full update in the next planning cycle.

In discussing the implications of late and unapproved plans, Stewart proposed that plan approval should mean something significant enough to incentivize counties to provide sufficient detail and timely submittal so that COT obtains what it needs before the annual meeting. He shared a fear that the reduced timeliness of submittals, specificity of plans, and frequency of planning over time are eroding the legacy that court IT planning activities have created with ASET, ITAC, and JLBC. Stewart reviewed various requirements for planning he benchmarked from other government sources, especially the executive branch, and compared COT’s current process to those as well as to current applicable judicial code of administration sections. Stewart then requested that members focus on late and incomplete plans more than on-time but unapproved plans. Karl Heckart proposed that no grant requests for IT items be considered for courts that lack an approved IT strategic plan. The chair emphasized the ripple effect of late plans and the jeopardy to which they subject COT and the courts. Further discussion and consideration about unapproved plans will be undertaken at the November meeting.

## TECHNOLOGY UPDATE

Mr. Karl Heckart

Karl Heckart updated members on several key technology topics including movement of the AOC’s disaster recovery site by early next year, findings of a recent security audit and related remediation activities at AOC and two counties, the ever-increasing cost and complexity of systems integration, as well as progress with the AJACS CMS needed by 135 courts. Karl focused attention on the vulnerabilities associated with both AJIN network connected devices and ageing equipment. The architecture standards must be enforced and internal security audits regularly performed. Work is now underway on sorting through all of the functionality AmCad was building at the time of their bankruptcy and preparing the CMS to handle e-filing at 13 superior courts. Karl detailed several of the major enhancements that will become available to courts. The rollout of the major release will be handled court by court rather than all at once.

## CALL TO THE PUBLIC

Hon. John Pelander

Presiding Judge Don Taylor from Phoenix Municipal Court rebutted the characterization of his and other Maricopa County LJ courts’ CMSs as “end-of-life” and “posing business risk,” as staff indicated at the June COT meeting. He stated emphatically that continued use of the current CMS poses no business risk to his city and the court sees no reason to plan for replacement. Judge Taylor briefly stated his agreement with limiting consideration of projects associated with unapproved IT plans, but he asked that other courts in the urban counties not be penalized for the lack of compliance of another individual court.

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After hearing no further discussion from members or the public, the chair reminded members of the next meeting on November 20. He entertained a motion to adjourn at 11:55 a.m.

**Upcoming Meetings:**

November 20, 2015	AOC – Conference Room 119
February TBD, 2016	AOC – Conference Room TBD

**MEETING ADJOURNED**

11:55 AM